

**3/13/2017**

**LUNCH/BREAKFAST PROGRAM**

The Lunch program operates under the Indiana Department of Education Office of School and Community Nutrition and must observe basic rules and policies of this division. The lunch program also must be self-supporting with basic prices established by the Board of School Trustees. Due to Federal and State regulations, carry-in food from commercial establishments is not permitted.

**CHARGING**

NACS Food Services is not required by State or Federal mandate to provide meals to non-paying, full price, or reduced price students. However, we do understand that an occasional emergency makes it necessary. The procedures are as follows:

1. It is strongly encouraged that parents/guardians make meal payments in advance.
2. With Phone System Messaging, students may not charge more than a total of one meal.
3. All students will be permitted to charge if the Phone System Messaging is not in operation. In the event that a student already has a negative charge on their account, they will be offered an alternative lunch for a minimal fee. This fee will be added to the student's debt.
4. Students will not be allowed to charge meals after the first week of April in each school year. Funds may be transferred between student accounts in the same household with parent/guardian permission.

**REFUNDS**

1. Positive student account balances will be carried forward from year to year.
2. Negative student account balances cannot be carried over from year to year.
3. No cash refunds. A refund will only be granted if the account balance is \$10.00 or more and requested by the parent/guardian. Students are encouraged to spend down their accounts to a zero balance.

**GENERAL**

1. All money deposits need to be placed in an envelope with the student's name, POS ID number and amount of deposit.
2. Visit our FoodService Department at [www.nadams.k12.in.us](http://www.nadams.k12.in.us)  
We offer several options including online payments, student transaction history, nutrition education, menus, and breakfast and lunch prices.
3. A student photo ID card will be used to access the account. If an ID card is lost or destroyed, a new card will be required.
4. Sack lunches are permitted in cafeteria but please, no soft drinks.
5. Milk is available for purchase regardless of meal status (paid, free, reduced).
6. Lunch Menu is published in advance and selections are subject to change due to availability and weather related conditions.
7. Students requiring a special diet or food substitutions must have a Special Diet Request Form on file and updated annually.
8. Information on free and reduced lunch is available at registration or in the school office.

Sharing the message of Wellness

One of our goals is to share the message of nutrition and wellness via our department's website and the Districts Wellness Policy that is focused on improving the health of students.